



## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Dr. George Frampton, Chief School Certification Officer  
Phyllis Lewis, School Health Services Coordinator

**DATE:** May 28, 2010

**SUBJECT:** Student Health Legal Standards

**Please share this information with your school nurse as well as the individual who will be submitting the report.**

In accordance with IC 20-34-3-12, the Indiana Department of Education is preparing to collect all hearing, vision and health screening data of all accredited schools for the 2009-2010 school year. This data will be collected electronically through the DOE Online application. **The Department of Education will no longer accept paper submissions; all submissions must be done electronically.**

In order to log-in to DOE Online, the system requires your school number and PIN number. If you do not have access to your PIN number, please contact your Superintendent to secure it. If you cannot obtain your PIN number at the local level, please contact the IDOE Office of Information Technology at 317-232-0808.

To assist you with pre-compilation of the data to be submitted, please access our worksheets that outline data required to be submitted on the hearing, vision and health screenings report. You may access worksheets at [http://www.doe.in.gov/accreditation/docs/health\\_screenings\\_report\\_worksheet.pdf](http://www.doe.in.gov/accreditation/docs/health_screenings_report_worksheet.pdf).

A second announcement will be forthcoming notifying you of the date the data collection will begin and instructions on how to complete the electronic submission. Once the data collection has opened schools will have until June 30, 2010, to submit required reports.

If you have any questions, please contact Phyllis Lewis at [plewis@doe.in.gov](mailto:plewis@doe.in.gov).